



## **Hawaii Public Housing Authority (HPHA)**

*On behalf of the State of Hawaii and the employees of Hawaii Public Housing Authority (HPHA), we invite the following highly motivated and dedicated professionals to join our team and make a difference!*

### **Housing Contract Specialist (Building Contracts)**

The primary purpose of this position is to provide HPHA-wide administration of all contract and procurements activities related to building contracts for housing development and re-modernization of units. This position is responsible for procurement of goods, supplies, services and construction materials for HPHA in accordance with all federal and state procurement laws, rules and regulations.

#### **Minimum Qualification Requirements**

**Education:** Graduation from an accredited four (4) year college or university with a bachelor's degree.

**Substitution:** Excess work experience as described below which provided knowledge, skills and abilities comparable to those acquired in four years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted for Education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

**Experience:** Two (2) years of specialized experience in preparing and processing contracts, construction specifications, and legal documents or notices requiring the knowledge and application of pertinent Federal and State procurements laws, policies, and procedures and contract management.

The above position is exempt non-civil service position. For more information about HPHA, visit our website at [www.hcdch.hawaii.gov](http://www.hcdch.hawaii.gov). HPHA is an equal employment opportunity employer. Continuous recruitment until need is met.

### **Hawaii Public Housing Authority (HPHA)**

**Attn: Personnel**

**P.O. Box 17907**

**1002 N. School Street**

**Honolulu, HI 96817**

**Or Fax: 832-5979**